

## **CITY OF BURBANK**

### **CHIEF ASSISTANT CITY ATTORNEY**

#### **DEFINITION**

Under direction of the City Attorney, to perform the more difficult, complex, and responsible legal work without detailed supervision; to supervise the three divisions of the City Attorney's office; to administer the day-to-day operations of the City Attorney's office; to act in the absence of the City Attorney; and to perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Supervises, trains, and evaluates professional and clerical employees; manages caseloads and assures proper distribution of work among professional staff and within divisions of department; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; performs legal research and prepares the more complex legal opinions for the governing body, boards, commissions, and departments; gives legal advice to City officials and department managers; drafts a variety of legal instruments; represents the City and City officials in litigation from initial preparation through the appeals process; attends meetings of the Council, boards, commissions, and committees, when required; may be required to assist in handling criminal matters, and when so assigned, shall have the same rights, powers, duties and immunities of a City prosecutor; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - civil and criminal law, local laws and ordinances of established precedents, and of sources of legal reference; legal principles and practices, including civil, criminal, constitutional and administrative law and procedures; litigation pertaining to municipal entity issues, land use, and redevelopment law; principles of sound supervision and law office management.
- Ability to - analyze and apply legal principles; present statements of law, fact and argument clearly and logically; prepare proper legal instruments; plan and direct the work of others; win the confidence and cooperation of others; establish and maintain effective working relationships with supervisors, City officials, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years of experience as a practicing attorney, including a minimum of at least three years of experience in a municipal law office, and membership in the State Bar of California. NOTE: Demonstrated experience in supervising attorneys and administering a law office, as well as extensive experience in litigation, particularly involving municipal entity issues and/or land use and redevelopment law is required.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.